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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

16 August 1972

1. Present were:

[Redacted]

2. No regular DD/P Staff Meeting.

3. Items of interest from the DD/S Staff Meeting - 15 August

a. Suggestion Awards. [Redacted] spoke on our progress in this program, noting the average Agency award has been \$225 against a government wide average of \$65. One of the problems facing the Suggestion Awards Committee in bringing good ideas forward is the attitude of some supervisors. Supervisors sometimes balk and say, "This is what we are paying him to do -- so why pay him a cash award?" As a counter to this attitude, [Redacted] noted that the Director of Communications issued a worldwide OC Notice aimed to encourage supervisory personnel to take a liberal view toward employee ideas and suggestions and their relationship to job responsibility. One of the ways to measure the success of the Suggestion and Invention Awards Program is by the degree of enthusiasm and support managers can give to their employees in forwarding ideas to the Committee. [Redacted] said, "One idea could save millions."

b. Department of Justice. A new unit under the Department of Justice (one dealing with the coordination of intelligence about narcotics) and headed by a former Assistant Director of the FBI, Mr. William Sullivan, has expressed an interest to the Director in certain Agency officers. The Director has indicated that he would be "happy to help" if such individuals in the Agency have a desire to transfer out of the Agency. The Director will not allow Agency employees to be detailed. Mr. Coffey said that no one in the DDS has been approached for a job in the new Department of Justice unit. Certain people from the other three Directorates have been asked if they have an interest in transferring out of the Agency.

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c. DCI and Summer Only Employees. [] said that at 9:45 A.M. this Thursday, the Director will meet informally with the Summer Only employees. We have tried to line up this meeting before the bulk of the summer employees have to go. Forty-six will be leaving this coming Monday. Mr. Coffey asked the Office Heads to be sure that any Summer Only employees in their respective Offices be allowed to attend the meeting with the Director.

4. Other items of interest.

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a. [] Some of you may not have seen the obituary on [] who died of a heart attack last Wednesday. He retired at age 60 on 1 February.

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b. Disability Retirement Cases. We are sure you're pleased with [] memo of 11 August 1972 [] which provides for the central management of approved disability retirees during the time they are exhausting their sick leave. The Director of Personnel is looking into the problems of his taking on the load for all Agency employees in this category.

c. Painting of Water Tower. The Office of Logistics is having the water tower painted and to guard against the spray paint falling on automobiles parked in the South Parking Lot, a portion of the South Lot will be closed off on Saturday, 19 August. Please caution your people to be aware of this.

d. New Cable Format. In preparing to go to the new ACT I system for cable processing, the Cable Secretariat has found that with the present printed forms 12E they must use the first NCR carbon to reproduce your comeback copies. As you may have noticed, unless you bear down hard on your signatures and on your hand written changes, your comeback copy may be illegible in those respects. Commo suggests you have the typist set the impression control on "5" to make the best possible carbon. Corrections are made by the "blob". Additions may be made with any typewriter or by strong pressure with a ball point pen. The Cable Secretary will be issuing a note on these problems which will also ask that signatures be made on the first NCR carbon, rather than the original, until new forms are received.

e. Promotion of "S" Careerists

To GS-14

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To GS-13

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25X1 f. Note From a Field Chief of Support. I'd like to share with you a letter I have received from [REDACTED]

25X1 "Working with Communications is a completely new world; a little quieter, a little more ordered. Yet as you know, the scope of the job is wider, the responsibility greater. And if I have more time in a day it's because what needs doing demands it. Actually, it is a luxury to have the time to finish one 25X1 piece of paper before starting two others. I have excellent help, especially [REDACTED] 25X1 [REDACTED] who is a real one-man-band. Frankly, I am quite relieved to be out from under the financial responsibility of the past. It never was my forte.

25X1 Saw [REDACTED] 25X1 [REDACTED] once as he passed through here and then again on a visit to [REDACTED]. He has a tremendous job on his hands but is tackling it with obvious relish and capability. I must say I have little time for those I hear are complaining about having to go to the field and do the "dirty work" of a one man post. It's unreal to think you can develop an experienced, realistic support officer any other way. I admit I might not have chosen my last two jobs, 25X1 [REDACTED] had I known the nitty-gritty involved but I wouldn't trade them now for anything. Those who want an easier way up I'm afraid are prima donnas (a complex inherent in our training system) with their heads in the clouds. And I don't mean to sound like the Senior hazing the Freshmen. It's a matter of developing an intelligent and again realistic appreciation of the ultimate aims of the outfit. I've seen too many who couldn't see beyond the book of regulations. I'm sorry I missed the discussion on this back home as I would love to have sounded off. Lots of us have made many mistakes but I like to think we have learned something from them and at least we have been out here with our necks stretched way out, risking more than frostbite walking in from West Parking. But enuf of that. I'm proud to be where I am and honored by the responsibility given me in this job."

g. Kennedy Center. For those of you who have not visited the Kennedy Center We would urge you to do so. With a theater, an opera house and a music hall, three food establishments, plus ample parking for a reasonable fee under the building itself, it represents a recreational outlet that all ages will enjoy. Acquaint your newly assigned employees with this establishment. It does us all proud.

25X1 h. Security Violations. During the month of July, 17 security violations were charged to employees of DD/P components. WH had four, EUR and FE each had three; AF, NE, and SB had two; and [REDACTED] had one.

i. E2 IMPDET. Please use these abbreviations exactly as shown -- with no space or hyphen between the "E" and the "2". If you have other exemption categories that are applicable, set off the numbers with a comma -- e. g., "E2, 4".

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